Gilberto Castro  
**347-691-2024**  
  
EDUCATION  
Lafayette High School, Brooklyn, NY  
  
PROFESSIONAL EXPERIENCE  
FREELANCE, New York, NY  
Security, Mar 2011 -- Dec 2013  
• Call police or fire departments in cases of emergency, such as fire or presence of unauthorized  
persons.  
• Create or implement security standards, policies, and procedures.  
• Monitor and authorize entrance and departure of employees, visitors, and other persons to guard  
against theft and maintain security of premises.  
• Protect personal property.  
  
  
MX ENERGY, Brooklyn, NY  
Sales Representative/Energy Consulting, Sep 2009 -- Mar 2010  
• Answer customers' questions about products, prices, availability, or credit terms.  
• Prepare sales contracts for orders obtained, and submit orders for processing.  
• Collaborate with colleagues to exchange information, such as selling strategies or marketing information.  
• Prepare sales presentations or proposals to explain product specifications or applications.  
  
MAJOR ENERGY, Brooklyn, NY  
Sales Representative/Energy Consulting, Mar 2009 -- Aug 2009  
• Explain to customers how specific types of advertising will help promote their products or  
services in the most effective way possible.  
• Locate and contact potential clients to offer advertising services.  
• Process all correspondence and paperwork related to accounts.  
• Prepare promotional plans, sales literature, media kits, and sales contracts, using computer.  
  
PETS VENDING, Brooklyn, NY  
Vending Machine Filler, Jun 2008 -- Dec 2008  
• Fill machines with products, ingredients, money, and other supplies.  
• Collect coins and bills from machines, prepare invoices, and settle accounts with concessionaires.  
• Test machines to determine proper functioning.  
• Transport machines to installation sites.  
  
VISIONS SELIS MANOR, New York, NY  
Customer Service, Jul 2007 -- Sep 2007  
• Clean building floors by sweeping, mopping, scrubbing, or vacuuming.  
• Set up, arrange, or remove decorations, tables, chairs, ladders, or scaffolding to prepare facilities  
for events, such as banquets or meetings.  
• Move heavy furniture, equipment, or supplies, either manually or by using hand trucks.  
• Brew coffee and tea, and fill containers with requested beverages.